

Code: **WNS**

Library File#: **38.0**

Annual Report for Participating Public Libraries

Main Library/System Form

Main Library Name	Definition	<input type="text"/>
System Name	Instructions	<input type="text"/>
Main Library Address:	Definition	<input type="text"/>
Main Library City:		<input type="text"/>
Zip Code (FSCS):		<input type="text"/> - <input type="text"/>
Mailing Address (FSCS):	Definition	<input type="text"/>
City (of mailing address):		<input type="text"/>
Zip Code (of mailing address):		<input type="text"/> - <input type="text"/>
Telephone:	Definition	<input type="text"/>
Fax	Instructions	<input type="text"/>
Web Address	Instructions	<input type="text"/>

Square Footage	Definition	<input type="text"/>
Library Type Code	Definition	<input type="text"/>
Metro Status	Definition	<input type="text"/>
Interlibrary Relationship Code	Definition	<input type="text"/>
Legal Basis Code	Definition	<input type="text"/>
Public Library Definition	Definition	<input type="text"/>
Number of Central Libraries	Definition	<input type="text"/>
Number of Branches	Definition	<input type="text"/>
Number of Bookmobiles	Definition	<input type="text"/>
Non-Resident Borrower's Fee	Definition	<input type="text"/>

Library Director Information

Director's Name [First] [Last]:	<input type="text"/>	<input type="text"/>
Director's Official Title:	<input type="text"/>	
Director's Email Address	Instructions	<input type="text"/>
Director's Fax	Instructions	<input type="text"/>

Board of Trustees

Number of Trustees

Instructions

Name of Trustee Chair:

Trustee Chair Mailing Address:

Trustee Chair City (of
mailing address):

Trustee Mailing Zip Code:

 -

Trustee Chair Telephone:

TrustChrEmail:

Any Board changes since the last Annual Report?

Friends of the Library

General Instructions

Number of Friends:

Name of Friends Group:

Name of Friends Chairperson:

Friends Chairperson
Mailing Address:

Friends Chairperson City
(of mailing address):

Friends Chairperson Zip Code
(of mailing address):

 -

Friends Chair Telephone:

Friends Chair Email Address:

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Return to Main Menu

Print Form

Undo Any Changes &
Return to Main Menu

code:

Library File#:

Annual Report for Participating Public Libraries

Branches/Bookmobile Form

Branch		Definition
Branch Name (FSCS):	<input type="text" value="XXX"/>	
Street Address	Instructions	<input type="text"/>
City (of street address):	<input type="text"/>	
Zip Code(FSCS):	<input type="text"/> - <input type="text"/>	
Mailing Address:	Instructions	<input type="text"/>
City (of mailing address):	<input type="text"/>	
Zip Code (of mailing address):	<input type="text"/> - <input type="text"/>	
Telephone:	Instructions	<input type="text"/>
Fax Number	Instructions	<input type="text"/>
Web Address	Instructions	<input type="text"/>

Square Footage

Type of Branch Code

Metropolitan Code

Branch Manager	
Branch Librarian's Name (First)(Last):	<input type="text"/>
Official Title of Branch Librarian:	<input type="text"/>

Friends of the Library	Definition
Name of Friends Group:	<input type="text"/>
Number of Friends:	<input type="text"/>
Name of Friends Chair:	<input type="text"/>
Friends Chair Mailing Address:	<input type="text"/>
Friends Chair City (of mailing address):	<input type="text"/>
Friends Chair Zip Code (of mailing address):	<input type="text"/> - <input type="text"/>
Friends Chair Telephone:	<input type="text"/>
FriendsChrEmail:	<input type="text"/>

code:

Library File#:

Annual Report for Participating Public Libraries

Hours Open Form

General Instructions

What Season Open (Select one.) :

The Number of Weeks the Library is Open with the following schedule :

Open:

Close:

Enter each hour reporting in four digits (i.e., 0900) and add "am" or "pm" so the entry appears as 09:00AM

Sunday:	<input type="text"/>	-	<input type="text"/>
Monday:	<input type="text"/>	-	<input type="text"/>
Tuesday:	<input type="text"/>	-	<input type="text"/>
Wednesday:	<input type="text"/>	-	<input type="text"/>
Thursday:	<input type="text"/>	-	<input type="text"/>
Friday:	<input type="text"/>	-	<input type="text"/>
Saturday:	<input type="text"/>	-	<input type="text"/>

New Form & Save
Changes to this Form

Print Form

Save Any Changes &
Return to Main Menu

Undo Any Changes &
Return to Main Menu

Code:

Library File#:

Annual Report for Participating Public Libraries

Staff Size Form

Report Data as of June 30th in the Year the Report is Due

[General Instructions](#)

		Reporting Year	Prior Year
Total Librarians	<input type="text" value="Definition"/>	<input type="text"/>	<input type="text"/>
All Other Paid Staff	<input type="text" value="Definition"/>	<input type="text"/>	<input type="text"/>
Total Paid Employees	<input type="text" value="Definition"/>	<input type="text"/>	<input type="text"/>

ALA MLS is part of Total Librarians. ALA MLS must be manually added into the Total Librarians data element above.

ALA MLS

[Save Any Changes &
Return to Main Menu](#)

[Print Form](#)

[Undo Any Changes &
Return to Main Menu](#)

Code: **WNS**

Library File#: **38.0**

Annual Report for Participating Public Libraries

Collection and Services Form

Collection		General Instructions	
		Reporting Year	Prior Year
Books	Definition		
Serials	Definition		
Books/Serials Total	Instructions		
Audio	Definition		
Video	Definition		
Electronic	Definition		
Other	Definition		
Total Collection	Definition		

Subscriptions	Definition		
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Circulation**Definition****Categories**

Adult:

Children (FSCS):

All Other:

Circulation Total
by Category**Instructions****Format**

Print:

AV:

All Other Formats:

Circulation Total
by Format**Instructions****Circulation Total****Instructions**

Total Category and Total Format must equal. If the answer in the box below is No, find and correct errors in the categories and/or format breakdown. Do they equal?

Interlibrary Loans to Other Libraries**Definition**

ILL To Clan:

ILL To Other:

ILL To Total:

Interlibrary Loans from Other Libraries**Definition**

ILL From Clan:

ILL From Other:

ILL From Total:

SERVICES

Public Service Hours	Definition	<input type="text" value="0"/>	<input type="text"/>
Library Visits	Definition	<input type="text"/>	<input type="text"/>
Reference Transactions	Definition	<input type="text"/>	<input type="text"/>

Annual Total of Library Programs

PreSchool :	<input type="text"/>	<input type="text"/>
School Age:	<input type="text"/>	<input type="text"/>
YA:	<input type="text"/>	<input type="text"/>
Adult:	<input type="text"/>	<input type="text"/>
Family :	<input type="text"/>	<input type="text"/>
Elderly:	<input type="text"/>	<input type="text"/>
General :	<input type="text"/>	<input type="text"/>
Programs Total	Definition	<input type="text"/>

Annual Total of Library Program Attendance

PreSchool :	<input type="text"/>	<input type="text"/>
School Age :	<input type="text"/>	<input type="text"/>
Children's Program Total	Definition	<input type="text"/>
YA (15 yrs+):	<input type="text"/>	<input type="text"/>
Adult:	<input type="text"/>	<input type="text"/>
Family:	<input type="text"/>	<input type="text"/>
Elderly:	<input type="text"/>	<input type="text"/>
General:	<input type="text"/>	<input type="text"/>
Total Program Attendance	Definition	<input type="text"/>

Save Any Changes &
Return to Main Menu

Print Form

Undo Any Changes &
Return to Main Menu

Code:

Library File#:

Annual Report for Participating Public Libraries

Technology Services Form

Does your library have Internet Access?

Definition

Answer the next four (4) questions if answered Y<es> to the question, Does your library have access to the Internet?

Do you count Database Sessions?

Do you count Database Queries?

Definition

Do you count Online Database Content Views?

Definition

Do you subscribe to Full Text Titles and offer them to the public?

Definition

How do you define Full Text Titles?:

If the library has Internet access, how is it used?

Definition

Does your library provide access to Electronic Services?

Definition

Reporting Year

Prior Year

Number of Internet Terminals Used by Staff Only

Definition

Number of Internet Terminals Used by the Public

Definition

Number of Users of Electronic Resources Per Typical Week

Definition

Save Any Changes &
Return to Main Menu

Print Form

Undo Any Changes &
Return to Main Menu

Code: **WNS**Library File#: **38.0**

Annual Report for Participating Public Libraries

Income and Expenditures Form

Operating Income Totals **Instructions**

		Reporting Year	Prior Year
Local Income	Definition		
State Income	Definition		
Federal Income	Definition		
Non-Government Income	Definition		
Operating Income Total	Definition		
Capital Income	Definition		
Total Income	Definition		

Below are selective categories of Operating Income. This breakout should be derived from the Non-Government Operating Income listed above. Do not total anywhere .

Non-Government Grant Sources	Definition		
Endowment Income	Definition		

Operating Expenditure Totals **Instructions**

Employees	Definition		
Collection	Definition		
Other	Definition		

Describe " Other":

Total Operating Expenditure	Definition		
Total Capital Outlay	Definition		

Total Expenditure

Definition

Below are selective categories of operating expenditures. The figures that the library reports for salaries and benefits below are automatically totaled for Employees listed under Operating Expenditures above. Also, all other breakouts should be derived from Collection and Other listed under Operating Expenditures above. Do not total. Total of the breakout (below) does not have to equal Operating Total (above.)

Employees Salaries

Definition

Employee Benefits

Definition

Print

Definition

Subscription

Definition

Electronic Format

Definition

Audio Visual

Definition

Preservation

Definition

Physical Plant

Definition

Computer Equipment

Definition

Electronic Access

Definition

Save Any Changes &
Return to Main Menu

Print Form

Undo Any Changes &
Return to Main Menu

Code:

Library File#:

Annual Report for Participating Public Libraries

GIA Expenditures Form

General

Reporting Year

Prior Year

Salaries:	<input type="text"/>	<input type="text"/>
Materials:	<input type="text"/>	<input type="text"/>
CLAN Fees:	<input type="text"/>	<input type="text"/>
CLAN Enhancement	<input type="text"/>	<input type="text"/>
Definition	<input type="text"/>	<input type="text"/>
Increased Service Hours:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>
Describe Other:	<input type="text"/>	

GIA Expenditure Total

Instructions

Save Any Changes &
Return to Main Menu

Print Form

Undo Any Changes &
Return to Main Menu

Annual Report for Participating Libraries

Salaries and Wages Form

Report Data As of July 1st in the Year the Report is Due

General Instructions

Library Employee Definition

Job Categories Descriptions

Category

Number of staff:

Official Position Title used at the library:

Is this a Split Position?

Whole Person Definition

Salary or Hourly Rate

Instructions

Standard Hours

Work per Week :

Definition

Staff has MLS :

Give the number of the other category of a split position and any data explanations not self-evident in this form, here:

New Salaries Wages Form &
Save Any Changes

Print Form

Save Any Changes &
Return to Main MenuUndo Any Changes &
Return to Main Menu

Application for Grant-In-Aid for Free Public Libraries

Only one application form for each city/town may be submitted. All eligible libraries of a city/town must sign this one application. Please submit an application with a completed Standards Certification, Certification of Appropriations and Expenditures, Disaster and Preservation Planning Certification of Compliance and Update Log form no later than September 15th of the Reporting Year. Sections I-IV of this application must be completed electronically and Section V must be signed.

Section I.

The Board of Trustees of the

Library (A)
Library (B)
Library (C)

herewith make(s) application* for the grant-in-aid for library services in cities and towns, appropriated by the General Assembly for the GIA year of application, pursuant to the General Laws of Rhode Island as amended.

Section II.

The Board(s) of Trustees agree(s) that the grant-in-aid to the City/Town of
be allotted to libraries A, B, and C in the following manner:

	Salaries	Materials	CLAN fees	CLAN Enhancement	Service Hours	Other	Total GIA
A	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	Describe Other: <div></div>						
B	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	Describe Other: <div></div>						
C	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	Describe Other: <div></div>						
							<div></div>

*Total GIA for A,B, and C are automatically totalled in Total GIA for the City/Town. Make sure Total GIA is correct.

Section III.

The Grant Year Local City/ Town Operating Appropriation for public library services is an appropriation made from local tax revenues only, exclusively and directly for public library service for the fiscal year applying for GIA (i.e.,FY2003 GIA is Grant Year 2003). This appropriation meets the maintenance of effort required by the General Laws of Rhode Island 29-6-3. Grant Year Local City/ Town Operating, Tax-Based Appropriation for each library is:

ABC

Section IV.

Total Unique Public Service Hours/Wk for all public libraries in your city/town (Standard 14)

Section V.

This section cannot be filled out electronically. To fill out this section press the "Print Form with Signature Lines" button below. Sign the printed form and send with required attachments to OLIS Library Programs Attn. GIA.

Save Any Changes & Return to Main Menu

Undo Any Changes & Return to Main Menu

Print & Submit Form with Signature Lines

code:

OLIS Grant-In-Aid Application

Library File#:

CERTIFICATION OF APPROPRIATION AND EXPENDITURE FORM

Please report operating appropriations and expenditures/disbursements for Grant-in-Aid and City/Town Tax-Based Operating Funds for the library from July to June of the Reporting Year. The correct dollar amounts for the four operating items must be reported and saved on this electronic version of the Certification of Appropriation and Expenditure Form before submitting the Annual Report database.

A print version must include the same dollar amounts as the electronic version. A print version of the Certification of Appropriations and Expenditures Form requires the signature of both the city/town finance officer and the public library director. The signatures of both the city/town finance officer and the public library director constitutes agreement on all four dollar amounts for the Grant-in-Aid and city/town tax-based operating funds. Use the Print Form button on the electronic version of the Form to retrieve the print version for signatures. Send the signed print version to OLIS Library Programs Attn. Annual Report.

The City/Town Finance Officer and the Public Library Director certify that the following fund were expended by/disbursed to the between July 1, 2001 and June 30, 2002.

	Appropriated	Expended/Disbur
OLIS Library Programs Grant-In-Aid to the Library:	<input type="text"/>	<input type="text"/>
City/Town Tax-Based Operating Funds for the Library:	<input type="text"/>	<input type="text"/>

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Return to Main Menu

Print Form with Signature Lines

Undo Any Changes &
Return to Main Menu